
TOWN OF GOFFSTOWN

BOARD OF SELECTMEN MEETING



NOVEMBER 14, 2016



Town of Goffstown

BOARD OF SELECTMEN

16 MAIN STREET
GOFFSTOWN, NH 03045
497-8990 x100 • FAX 497-8993

Nov. 14, 2016

SELECTMEN MEETING AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

- 6:00 pm 1. **Acceptance/Correction of minutes:** 10/24/16 public & non-public minutes & 10/31/16 public minutes
- 6:05 pm 2. **Announcements**
- 6:10 pm 3. **Public Comment**
- 6:20 pm 4. **Fire Chief Richard O'Brien re: proposal to adjust EMS budget and Ambulance Rates**
- 6:30 pm 5. **Town Administrator's Report**
- a. Selectmen Committee Meeting Schedule
 - b. Consensus Folder
 - c. Assessor's Recommendations
 - d. DPW Holiday Schedule
 - e. 2017 Personnel Plan Amendments
 - f. Adoption of Safety Policy and Slips, Trips & Falls Prevention Policy
 - g. Credit Card Processing Recommendation
 - h. Authorization for HDC to apply for CLG Grant
 - i. Authorization to use CIP appropriation for sewer service line repair
- 6:45 pm 6. **Selectmen Discussion**
- a. Committee Meeting Reports: Sewer Commission (10/25/16); Conservation Commission (10/26/16); Planning Board (10/27/16 & 11/10/16); EDC (11/2/16); Budget Committee (11/3/16 & 11/10/16)
 - b. New Business: Nothing Submitted
 - c. Old Business: Action Matrix
- 7:00 pm 7. **Non-Public Session RSA 91-A:3 II (b) hiring; (l) meeting with town attorney**

ADJOURN by 10:00 pm

The public is cordially invited to attend.
Except for scheduled public hearings all other times on the agenda are approximate.

Any person with a disability who wishes to attend this public meeting and needs to be provided a reasonable accommodation in order to participate, please call the Town Hall (497-8990 x100) at least 72 hours in advance so that arrangements can be made.

Town Administrator's Report

November 14, 2016

CALL TO ORDER

PLEDGE OF ALLEGIANCE

- 6:00 pm 1. **Acceptance/Correction of minutes:** 10/24/16 public & non-public minutes & 10/31/16 public minutes **#1**
- 6:05 pm 2. **Announcements**
- 6:10 pm 3. **Public Comment**
- 6:20 pm 4. **Fire Chief Richard O'Brien re: proposal to adjust EMS budget and Ambulance Rates** **#4**
- 6:30 pm 5. **Town Administrator's Report**
- a. Selectmen Committee Meeting Schedule
- | | | | | | |
|-------|--------|---------|--------------------|---------------|-------------|
| 11/15 | Tues. | 6:00 pm | Sewer | TBD | Sel. Adams |
| 11/15 | Tues. | 7:00 pm | Budget Committee | Room 106 | Chairman |
| 11/16 | Weds. | 6:30 pm | Library Trustees | Library | Sel. Brown |
| 11/16 | Weds. | 7:00 pm | Parks & Rec | P&R Center | Sel. Adams |
| 11/16 | Weds. | 7:00 pm | Conservation Comm. | Room 106 | Sel. Adams |
| 11/17 | Thurs. | 7:00 pm | Planning Board | Room 106 | Sel. Pierce |
| 11/17 | Thurs. | 7:00 pm | Budget Committee | GHS Step Room | Chairman |
- Conflict on 11/16**
- b. Consensus Folder
- Event Permits: GMSP – Friday Night Under the Lights, Dec. 2nd, 5:00 - 8:00 pm, Tree Lighting on Common @ 6:30 pm; Doug Roulliard – Feature Film, Month of December throughout town
 - Right to Inter: Corrective Right to Inter with the correct spelling of Racquel Slack
 - Proclamations: Two Eagle Scout Candidates whose ceremony 11/20/16, and Sel. Pierce will attend the ceremony.
- Motion needed.**
- c. Assessor's Recommendations
- Supplemental Intent of Timber Cut: Map 5 Lots 13, 13-2, 13-4, 33; Map 8 Lot 1
- Motion needed.**
- d. DPW Holiday Schedule **#5d**
- e. 2017 Personnel Plan Amendments **#5e**
- Enclosed at Tab #5e are the amendments to the 2017 Personnel Plan. They include changes to Article VI Section 6 Longevity, Article IX Section 5 Sick Bank, and Section 12 Insurance and Benefit Plans. A vote by the Board of Selectmen is required and posting of the changes for 30 days is required under the plan.
- Motion needed.**
- f. Safety Policy; Slips, Trips & Falls Prevention Policy **#5f**
- Staff and the Joint Loss Safety Committee recommend the adoption of the revised Town of Goffstown Safety Policy and a Slips, Trips & Falls Prevention Policy. Safety Policy is in three ring binder in the Selectmen room.
- Motion needed.**
- g. Credit Card Processing Recommendation **#5g**
- Finance Director Don Borrer has researched credit card processing and recommends that the town use Interware/Heartland for credit card processing. This requires entering into an IDC Web Services Agreement which is enclosed in your signature folder. We have selected Option 1 which had no financial impact on the town.
- Motion needed to authorize credit card processing through Interware/Heartland and to authorize the Chairman to sign the IDC Web Services Agreement.**
- h. Authorization for HDC to apply for CLG Grant **#5h**
- Historic District Commission requests authorization to apply for a 2017 CLG Priority 1 Grant to hire a preservation consultant to assist HDC in the development of design

Town Administrator's Report

November 14, 2016

guidelines. Grant is 60% of the estimated \$10,000 cost, and the 40% match would be in kind.

Motion needed.

- i. Authorization to use CIP appropriation for a sewer service line repair
During the investigation of the sinking issue at Town Hall it was discovered that the sewer service line at Town Hall is in need of repair. Since this is a more urgent need than flooring, I request the Selectmen's authorization to use the appropriation in account line #90301300-53475 for this repair and to return the flooring request to a future CIP year. If this is approved, then we will have bid specifications for you to approve at your next meeting on 11/28/16.

Motion needed.

- 6:45 pm 6. **Selectmen Discussion**
 - a. Committee Meeting Reports: Sewer Commission (10/25/16); Conservation Commission (10/26/16); Planning Board (10/27/16 & 11/10/16); EDC (11/2/16); Budget Committee (11/3/16 & 11/10/16) **#6a**
 - b. New Business: Nothing Submitted
 - c. Old Business: Action Matrix **#6c**
 - 7:00 pm 7. **Non-Public Session RSA 91-A:3 II (b) hiring; (l) meeting with town attorney #7**
- ADJOURN by 10:00 pm

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In attendance were Chairman Peter Georgantas, Vice Chairman Mark Lemay, Selectman Collis Adams, Selectman David Pierce, and Town Administrator Sue Desruisseaux. Also in attendance was Gail Labrecque—Recording Secretary.

6:00 PM CALL TO ORDER by Chairman Georgantas.

He led the Board in the Pledge of Allegiance.

He said Selectman Brown is absent tonight because he is traveling.

APPROVAL/CORRECTION OF MINUTES

Vice Chairman Lemay made a motion to approve the public and non-public minutes to the Board of Selectmen's meeting of October 3, and the public minutes to the meeting of October 11, 2016. Selectman Pierce seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

TOWN ADMINISTRATOR'S REPORT

Selectmen Committee Meetings and December Selectmen Meetings

Town Administrator Desruisseaux said the Sewer Commission meets on Tuesday, October 25 at 6 pm at the DPW. Selectman Adams said he will attend. The Conservation Commission meets on Wednesday, October 26 at 7 pm. Selectmen Adams said he is unable to attend. Selectman Pierce said he would attend. Town Administrator Desruisseaux said HDC meets on Wednesday, October 26 at Grasmere Town Hall. Vice Chairman Lemay will attend that meeting. The Planning Board meets at 7 pm on Thursday, October 27. Selectman Pierce said he would attend. Town Administrator Desruisseaux said on Monday, October 31, the Selectman will vote on the easement and then do the Trick-or-Treating at Town Hall from 6 to 8 pm.

The EDC meets Wednesday, November 2 at 6:30 pm. The Budget Committee meets Thursday, November 3 at 7 pm. Chairman Georgantas is scheduled to attend. Elections are all day on Tuesday, November 8. Chairman Georgantas said he will be at Pinardville and will be at Bartlett Elementary in the morning and will check in at the High School during the day. Selectman Pierce said he is on the ballot and should not participate. Selectman Adams said he would be available in the morning. The Planning Board meets at 7 pm on Thursday, November 10. Selectman Pierce is scheduled to attend. Town Administrator Desruisseaux said the Budget Committee meets on Thursday, November 10 at 7 pm in the Step Room at the High School. Chairman Georgantas is scheduled to attend.

Regarding the Board of Selectmen meetings in December, the 2nd Monday is 12/12/16 and the 4th Monday is 12/26/16 but Town Hall is closed for the holiday. Room 106 is available for your last meeting of the year on Thursday 12/22/16, Tuesday 12/27/16 or Thurs. 12/29/16. What is your preference asked the Town Administrator. Chairman Georgantas said he'd prefer to meet on December 22, 2016.

Consensus Folder

Town Administrator Desruisseaux said for Employee Status Reports, they have the end of probation period for three employees at Town Hall, the retirement of one, and the promotion of one. At the Fire Department, they have the step increases for two part-time FF/EMTs, a merit

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increase from FFI to FFII, and a new hire for part-time EMT. They also have the Forest Warden Reappointment Papers for two Deputy Fire Wardens. There are event permits for the Goffstown School District Halloween Parade on October 28 from 1:15 to 2 pm. There is also an event permit for the Friends of the Rail Trail for a Ski & Skate Sale on November 5 from 7:30 am to 5 pm. Selectman Pierce said that is when we are in the building for drop-off. The sale is from 10 am to 2 pm. Town Administrator Desruisseaux said we have a response letter offering to purchase Town property and we also have a Get Well Card. Chairman Georgantas said the Ski & Skate Sale is at the Recreation Building.

Selectman Adams made a motion to accept the Consensus folder. Selectman Pierce seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

Assessor's Recommendation

Town Administrator Desruisseaux said there is an Intent to Excavate for Map 5, Lot 56-1.

Vice Chairman Lemay made a motion to accept the Assessor's recommendation. Selectman Adams seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

2017 Holiday Schedule – Town Hall

Selectman Adams made a motion to approve the 2017 Holiday Schedule. Selectman Pierce seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

Donation of fence at Shirley Hill Cemetery valued at \$500 from Blue Ribbon Fence

Vice Chairman Lemay made a motion to accept the donation of fence at Shirley Hill Cemetery valued at \$500 from Blue Ribbon Fence. Selectman Pierce seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

Selectman Pierce asked who was supervising the work. DPW Director Jacobs said the work has already been done. Chairman Georgantas said they have done a lot of fencing around town and have done a good job.

PUBLIC COMMENT @ 6:10 pm—there was no public comment.

TOWN ADMINISTRATOR'S REPORT (continued)

Tax Deeding Warrant from Tax Collector

Town Administrator Desruisseaux said enclosed is a memo from Tax Collector Stephanie Beaudoin with a list of the eight parcels with 2013 tax liens outstanding. Two of the eight offer forbearance agreements, four are recommended for tax deeding, and the last two may be paid prior to Monday night's meeting. One was paid. The one in the amount of \$4584.28 has been paid.

The four with the same owner--they wanted to gift the properties to the Town a long time ago. But they couldn't because the deed research showed the property needed to stay in the family for another generation. They had two options and chose to wait for the tax deeding. It is surrounded by conservation land so you may ask Conservation to manage them. The first one is an issue. It is a parcel in the Blackbriar subdivision that was approved by the Planning Board. The plan was wrong in the terms of a survey and location a septic system. The pre-existing house's septic

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system is on this lot. The issue has not been worked out and the lot is unable to be sold with the septic system to another property on it. He wanted 30 days to attempt to work it out.

Selectman Adams made a motion to authorize and sign the two forbearance agreements, and to tax deed the four recommended for tax deeding, and to do a 30-day waiver on the Blackbriar property. Vice Chairman Lemay seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

SELECTMEN'S DISCUSSION

Committee Meeting Reports:

EDC (meeting of 10/5/16)

Vice Chairman Lemay said we now have JoAnn Duffy and Cathy Whooten as members of the EDC. Cathy Whooten is an alternate. Chairman Georgantas said we didn't assign alternates to that Board. He would say no, to the alternate. If JoAnn Duffy was appointed, she is the member and there would be no alternate. Vice Chairman Lemay said the I-293 Technical Review meeting will meet on November 16, from 1-3 pm, at the Manchester Community College. Tim Redmond was a former member and he will follow up the infrastructure plans we've talked about. He had a lot of input with guidance with the utilities and natural gas. No money has opened up because of the CEDS designation. Chairman Georgantas asked if someone who is not a member can represent the Board. Town Administrator Desruisseaux said she would get some clarification. It may be following up in his capacity as a Sewer Commissioner. They were part of the CEDS.

Planning Board (meeting of 10/13/16)

Selectman Pierce said the Bog Road application was continued until the 10th of November. The application to convert a barn into a one bay auto repair shop was approved with several conditions. Chairman Georgantas said the abutter was questioning the outdoor lift. Is that the one noted to be removed? Selectman Pierce said it is to be removed and will be replaced with a dumpster. The lift will be installed in the barn. There is a parcel on Montelona Road to be subdivided and 33 acres of it will go into conservation. There was a review of storage facilities on Goffstown Back Road at Tower Lane. That was continued until October 27. The primary issue was that there was no public road frontage for one of the two parcels being developed. Another item was the placement of a 20 x 40 foot building on the parcel at the rear of the Town Hall. It was continued until November 17th. The Board found many faults with the plan as drawn and it was not accepted.

Sewer Commission (meeting of 10/18/16)

Selectman Adams said they discussed the impacts of the default budget. They are looking for a way to reduce their budget to avoid doing a special article on the March Ballot. They distributed a draft of the Sewer Use Ordinance. And there was discussion about the settlement of the southwest corner of the Town Hall Building given its proximity to the sewer line. The consultant recommended grouting but there was a concern that grouting would migrate into the sewer main cracks. Meghan Theriault will look at it and get back to them. He said this is a town-wide issue and we need to look at for a long term fix. We should deal with it sooner rather than later. Chairman Georgantas said he'd like to take it up under New Business. The supply of printed sewer permits has been exhausted and the IT is going to draft online permits going forward.

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Library (meeting of 10/19/16)—Chairman Georgantas said the minutes are in the packet.

Parks & Recreation (meeting of 10/19/16)

Selectman Adams said they reviewed the accounts payable and receivable and talked about the budget. They talked about the parcel that will become the multi-use complex. We have the AOT permit from the State. They discussed construction sequencing.

FIRE CHIEF RICHARD O'BRIEN

EMPG Grant Agreement

Chief O'Brien said they had submitted for a grant for an emergency generator, equipment, and for furnishings for the Church Street project. They received a letter on October 14 stating the project does fall within the guidance of the program. The next step is for the Board to process the grant agreement, which has been supplied to you. It needs your signatures and would then go to the Governor's Council for the ultimate award. The total award would be \$93,012. It covers the cost of the generator, the equipment for the EOC, the transfer switch, etc. They need a copy of the meeting minutes with the motion approval. It is a 50/50 match but because of the project at Church Street we can use that as our in-kind match. Nothing will come out of our operating budget for this grant.

Vice Chairman Lemay made a motion to approve the grant agreement and to authorize the signature. Selectman Adams seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

PUBLIC HEARING: Easement on Map 19, Lot 47-5 to Goffstown Junior Baseball to access new parking lot on Map 5, Lot 62

Chairman Georgantas read the notice that was posted in the newspaper. He said we had the first hearing on October 11, 2016. There was no public input at that meeting.

He opened the public hearing at 6:30 pm and asked if anyone was interested in making a comment. There was no public comment and the public hearing was closed at 6:30 pm

FIRE CHIEF RICHARD O'BRIEN

Recommended Ambulance Rates

Chief O'Brien said he has supplied the Board with an overview of their status of the EMS revenue and billing policy. Our budget for the past four years has been in the \$420,000 per year. We have transported close to 950 individuals so far this year. We will be close to 1100 transports this year. We are basing our assumptions on 1000 transports yearly. The current allowable rates for Medicare are shown and are compared to their current rates. They compared their rates to Comstar's top rates for New England and for New Hampshire. They developed a low, high, and average range. We are below average for NH now. For projected revenues, knowing our payer mix and our charge, compared to what we could charge, we know if we increased our rates by 75% we could get an extra estimated \$177,000 to \$200,000 in EMS revenues. That would come basically from private insurance and private pay. Chairman Georgantas said Blue Cross and "Other" are the only ones affected. He doesn't understand how it would work. Chief O'Brien said Looking at our history going back 4 or 5 years; they estimated we could be \$177,000 to \$200,000 extra. If we went for a 75% increase, we are only increasing it about 40%. We would have to be Medicare plus \$100. Chairman Georgantas asked

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about increasing those by 75%. Chief O'Brien said he has to lean on the professionals that do this. When you lay more responsibility on the insurance providers to supply you with that increased revenue, it's an unknown. Town Administrator Desruisseaux said that would make us the highest in NH. Chief O'Brien said we'd be in the high end of the NH clients range. He wouldn't say the highest. Town Administrator Desruisseaux said this is to help offset the cost of adding staff at night to improve response time. How effective would it be if the rate were reduced? Chief O'Brien said if you stay within the average range we could possibly obtain \$75,000 to \$150,000. Town Administrator Desruisseaux said that's quite a range. Chief O'Brien said it is because it depends on the providers and reimbursement rates are decreasing.

Chairman Georgantas said the bottom line is to add staff and fund it 100% out of the ambulance fund. Chief O'Brien said the Town's policy would be to raise our rates to recoup as much as we can. At best that would be \$200,000. That would pay for the cost of the Plan B program he presented weeks ago. He'd still be able to fund the ambulance program if that starts as soon as possible. It takes 4-6 months to start recouping the funds. His recommendation and knowing the payer mix, he cautions laying the entire burden on 30% of the clients. Chairman Georgantas said this just makes it worse. The insurance company will raise their rates to recoup their costs.

Chief O'Brien said when you establish your rates to provide that service you are justified to do so. And we all know it costs money to provide that service. Selectman Pierce said he'd like to have response times increased and he'd be in favor of Option B. Town Administrator Desruisseaux said there are other offsets to that plan. Chief O'Brien suggested a phased approach to see the response and if we get the return we expect.

Chairman Georgantas said the expense of the ambulance is offset with the daytime personnel. The daytime expense is equipment and training. He'd like to see what the actual expense of the four night people would be, if funded by the ambulance fund. Town Administrator Desruisseaux said for two people \$177,000 for part-time nights. Chief O'Brien said by doubling the part-time staffing in Option B would be another \$165,000 per year, after the offsets. Chairman Georgantas asked if that would be born out of the ambulance fund. Chief O'Brien said that is the goal. If we model our increase off Medicare + 75, we are close to \$560,000 in EMS revenue. We currently expend \$420,000 and would not quite be there. We have to have funds for equipment when we need to. That is the carryover that is not spent. We'll save about \$50,000 per expense by not having to buy cabs and chassis.

Chairman Georgantas said the ambulance fund was to fund the staff and equipment. Town Administrator Desruisseaux said they could always go to CIP. Chief O'Brien said we have another ambulance to remount in 2018 and we have the funds available today. The balance is about \$200,000 after we purchase that ambulance. Selectman Pierce asked how the numbers on page were calculated. They are over 100%. Chief O'Brien said he'd have to check his notes.

Chairman Georgantas said you are talking about a 75% increase. These figures are not a 75% increase. Selectman Pierce said we need the 75% numbers. He would feel more comfortable with that rather than the 100% recommended. Chief O'Brien said, in working with the professionals who do this for a living, and telling them what we needed to be fully funded, this is what they came up with it. With this, we'll be able to recoup more, but not all we hope to

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achieve. We can look at the +75, and if we are transporting more people, we'll get more revenue. He will bring that information back to the Board.

Fire Chief re: approval to over expend

Fire Chief O'Brien said he is asking for approval to over expend their budget line for fleet maintenance under the Fire Department budget. We had unanticipated repairs done on the Tower Ladder, Engine 4 had springs broken, Engine 1 had a catastrophic pump failure, Engine 2 had a foam failure and Tower 1 had a generator failure. As of this date, the line is overspent from \$29,000 to \$35,000. He will cut back on spending in other lines to make sure the bottom line is not exceeded.

Vice Chairman Lemay made a motion to authorize over-expending the fleet maintenance budget line, with the bottom line remaining the same. Selectman Adams seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

SELECTMEN'S DISCUSSION--continued

2017 Selectmen Budget, Draft Default Budget, and Special Articles

Town Administrator Desruisseaux said a draft of the 2017 Selectmen Budget, Default and Special Articles was placed in your mail baskets for review. The changes are:

SELECTMEN CUTS on 10/3/16: Fire Department – Furniture line (-\$10,000) and Facility Repair line (-\$16,000), and Library Minute taker line (\$-1,000). That was an issue in how it was budgeted.

INSURANCES: We got our insurance rates and they are much better than what we anticipated. Property-Liability, Workers Compensation and Unemployment are now budgeted in a category called INSURANCES. We have changed the way we budget for these insurances because we do not receive the needed detail to breakup these insurances within departments/divisions. All these insurance amounts have been updated to reflect the 2017 rates which were more favorable than anticipated.

BENEFITS LINES: Health insurance rates were budgeted by department heads for a 10% increase. However, the increase is only 5%, so all these account lines have been adjusted in the Selectmen Budget column.

CIP/SPECIAL/SEPARATE ARTICLES: We looked at the difference between the default budget and the operating budget. We noticed the difference was much higher this year because CIP requests are higher this year. After discussion with Chairman Georgantas, we pulled out three CIP items to be Special Articles for the Board's consideration. We took out Engine 1 at \$640,000. It has an offsetting revenue of \$568,000. We took out the Uncanoonuc Dam at \$222,488. There is an administrative order on that. And we took out the Library Architectural Study at \$260,000, which also has offsetting revenue. All are one-time expenditures. We took those out to lessen the difference between the operating budget and the default budget. The difference is now about \$450,000.

Selectman Pierce said in a previous Board meeting we said there is some risk in putting the Uncanoonuc Dam in a special article. If there is an emergency repair necessary, how do we do

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that? Town Administrator Desruisseaux said if the article fails, "no means no". You wouldn't be able to do it. Selectman Adams said we are under mandate by the State to repair it or breach it. Town Administrator Desruisseaux said that would be reason for people to vote in favor of it. Chairman Georgantas said we could draft the article to say it is mandated by the State.

DPW Director Jacobs said the administrative order by the State doesn't include construction. There is no order to complete it by a certain date. If the vote fails with the voters, then they are not likely to come down hard on us. As far as the dam itself goes, in an emergency we'd have to look at it. There may be things we can do such as draw down the water body.

Town Administrator Desruisseaux said the Sewer Department will be revisiting the difference between their proposed budget and the default budget, which is about \$428,000.

Town Administrator Desruisseaux said the final item to be discussed under Special Articles is the Fire Chief's request to add more staff. That has already been discussed.

REVENUES: The Selectmen column was adjusted to reflect increases in the Room & Meals Tax and Highway Block Grant revenue to match what was received this year. Also, the offsetting revenues for those CIP items were moved to revenue from Special/Separate Articles. The only other thing added in was the \$225,000 from the Unassigned Fund Balance for the Fire Apparatus Capital Reserve Fund. The difference between the General Fund Operating Budget and the Default Budget is \$447,624. Of that \$392,840 is in CIP. The total operating budget has a difference of \$877,469. The Sewer Commission will be meeting tomorrow and going over their budget. The General Fund is up 2.5% over last year. Chairman Georgantas asked if the Sewer Department has any encumbrances. Town Administrator Desruisseaux said she sees nothing in their encumbrance column.

Chairman Georgantas said if we decide to go forward with this plan, this would go forward to the Budget Committee and come back to us. Town Administrator Desruisseaux said then you could decide if you agree or disagree with the actions the Budget Committee takes. If you disagree you could put any item in as a special article.

Town Administrator Desruisseaux said Chief O'Brien brought to her attention that CERT does fundraising to fund their activities. Their grant money has dried up over the years. It is an emergency management function. We thought it would be good to add a line of \$1,750 for CERT under Emergency Management. Chief O'Brien said it was typically paid for by a grant process but they are now only doing a fraction of that now.

Selectman Adams made a motion to amend the 2017 Budget by adding a CERT line in the amount of \$1,750. Vice Chairman Lemay seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

PUBLIC WORKS DIRECTOR ADAM JACOBS

SAU parking improvements project proposal

DPW Director Jacobs said 11 School Street is owned by the Town and used by the SAU. There is no defining line and parking is an issue. It tends to get abused with some long-term parking. The SAU Superintendent has noted there is money set aside for parking maintenance. We

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looked if we could better delineate the spaces and gain some spaces. We can gain between 4-8 spaces and add some signage to designate SAU parking. We would have to add two ADA spaces. We are looking at \$55,000 and the SAU has said they can pay about 50% of that. The idea is to do this before Main Street is torn up. Selectman Adams said he likes the Option B, the one with the 90 degrees that loses a few trees and provides 38 spaces. DPW Director Jacobs said this would start off early next season. We may have some encumbrances to add to this. Selectman Pierce said he supports Selectman Adams' recommendations.

Selectman Adams made a motion to move forward with Option B, which would provide 38 spaces. Selectman Pierce seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

Grasmere Town Hall septic bid results/recommendation

DPW Director Jacobs said we had three companies in attendance at the mandatory walk-through. Henniker Sewer and Drain was \$45,265.01. Another bid, from KGL Landscape, was \$46,518, and the bid from John A. Brown was \$47,075. He recommends awarding the contract to Henniker Sewer and Drain as the lowest bidder, in the amount of \$45,265.01.

Selectman Adams made a motion to award the Grasmere Town Hall Septic Contract to Henniker Sewer and Drain in the amount of \$45,265.01. Vice Chairman Lemay seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

Town Administrator Desruisseaux clarified the money would come from this year's budget. DPW Director Jacobs said yes.

Storm water pond policy - new development

DPW Director Jacobs said there are 59 detention ponds and treatment swales the Town is responsible for. We have been saving money by doing these in house. It can become expensive time wise and expense wise. Development Regulations for low impact ponds require more maintenance. They wanted to push more of that back on the developer. If we want to investigate not accepting ponds as part of the street and drainage acceptance, it could be left as ownership of a Homeowners Association (HOA). Selectman Adams said the Planning Board has been wrestling with this for years. It's not reasonable that a developer would leave this responsibility with the Town. It should create an HOA and leave it to the property owners to deal with. It's expensive. The developers leave with a profit and leave taxpayers left holding the bag.

Selectman Adams made a motion to authorize DPW Director Jacobs to discuss this proposed amendment in the Development Regulations with the Planning Board. Vice Chairman Lemay seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

Overspent line items

DPW Director Jacobs said there are some overspent line items: Cemetery full-time wages, facility maintenance in both Cemetery and Highway. Warranties have run out and irrigation repairs were needed. For highway repairs we had a hot water tank that needed repair, the bridge lighting and the Common and fresh air and humidifier in the basement to address a mold issue at DPW. He has increased those lines for the future. We are about 10% under target for the coming season. Street lighting included an amount that reflected 10 months for the LED fixtures. We started the conversion a little later than we hoped and didn't realize all the savings. There were also a couple of fixtures that needed repair, as well as the one fixture on Davignon Street. We are replacing signs as we go on these reconstructed streets. Consulting Services is another one. We had issues with water at DPW with a positive test for coliform. We also did

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testing on the wells around the landfill. It was a one-time expenditure. Everything can be covered under our budget.

PRIMEX Emerging Leaders graduation announcement

Public Works Director Jacobs read a prepared press release from PRIMEX regarding the Emerging Leaders Program and commended Town Engineer Meghan Theriault for successfully completing the program, noting that she had more participation in the 360° evaluation than anyone else in the program. Meghan's project, working with the SAU, involved outreach and education for local schools to increase recycling awareness and improve recycling rates. These efforts reduce the Town's waste stream and lower tax bills. She is one of 32 people in the state to do this. The Board of Selectmen commends Meghan Theriault on her participation and project.

NEW BUSINESS:

Town Administrator Desruisseaux said they did TV the service line that runs down the hallway and there is a hole in there. It will involve tearing up the slab. We'd have to do asbestos testing on the tiles. We don't have estimates yet. Chairman Georgantas said it could be costly. If we are going to do it in next year's budget, we need to know. Selectman Adams said we need more info—how much contaminated soil is there, and what do we do about it. Town Administrator Desruisseaux said she will let them know when she gets the report.

OLD BUSINESS:

Action Matrix

The issue of the hole in the service line at Town Hall was added to the Action Matrix.

7:30 pm Selectman Adams made a motion to enter non-public session per RSA 91-A:3 II (a) promotion; (b) hiring; (c) adversely affect reputation and (d) real property. Selectman Pierce seconded the motion. Roll Call Vote: Chairman Georgantas-aye; Vice Chairman Lemay-aye; Selectman Adams-aye; Selectman Pierce-aye. VOTE: 4-0-0. All in favor. Motion carries.

8:10 pm Selectman Adams made a motion to exit non-public session. Vice Chairman Lemay seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

Vice Chairman Lemay made a motion to seal the non-public minutes. Selectman Adams seconded the motion. Roll Call Vote: Chairman Georgantas-aye; Vice Chairman Lemay-aye; Selectman Adams-aye; Selectman Pierce-aye. VOTE: 4-0-0. All in favor. Motion carries.

Selectman Pierce made a motion to accept Police Chief Browne's recommendation for promotion to Lieutenant. Selectman Adams seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

Selectman Adams made a motion to authorize DPW Director Jacobs to continue the discussion to acquire a proposed easement behind 7 Main Street for public parking. VOTE: 4-0-0. All in favor. Motion carries.

GOFFSTOWN BOARD OF SELECTMEN
MEETING OF OCTOBER 24, 2016

Vice Chairman Lemay made a motion to authorize the Town Administrator to post an opening for Zoning Code Enforcement Officer with a start date after January 1, 2017. Selectman Pierce seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

Selectman Adams made a motion to authorize the DPW Director Jacobs to rehire a summer intern during college break. Vice Chairman Lemay seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

8:15 pm Selectman Adams made a motion to adjourn. Vice Chairman Lemay seconded the motion. VOTE: 4-0-0. All in favor. Motion carries.

Respectfully submitted,

Gail Labrecque
Recording Secretary

Subject to approval by the Board of Selectmen.

GOFFSTOWN BOARD OF SELECTMEN
SPECIAL MEETING OF OCTOBER 31, 2016

6:00 PM Call to Order by Vice Chairman

PRESENT: Vice Chairman Mark Lemay, Selectman Collis Adams, Selectman Allen Brown, Selectman David Pierce, and Town Administrator Sue Desruisseaux.

Absent: Chairman Peter Georgantas

PLEDGE OF ALLEGIANCE

ANNOUNCEMENT:

Vice Chairman Lemay had one safety announcement to remind the viewers that Trick or Treating was going on now – 6 – 8 p.m. and he asked that people drive very carefully for the little kids so we have a good and safe Halloween.

Easement on Map 19, Lot 47-5 – Access to Parking – Goffstown Junior Baseball:

The Town Administrator said you (BOS) have had the required 2 public hearings for the easement over Town owned land on Map 19, Lot 47-5 to Goffstown Junior Baseball so they have can access to a parking lot they are planning.

Selectman Adams moved to grant the easement over Map 19, Lot 47-5 once the final easement language meets the satisfaction of the Town's Attorney and authorize the Town Administrator to acquire the signatures necessary on the easement documents. Selectman Brown seconded the motion. Vice Chairman Lemay-aye; Selectman Adams-aye; Selectman Brown-aye; Selectman Pierce-aye. Passed: 4-0-0.

The Town Administrator said at the request of the Town Engineer who has been working with Goffstown Junior Baseball she asked for the Board's permission to release the CAD information from the Town's GIS to them so they can develop their plan.

Selectman Adams moved to grant the release for the Town's CAD GIS files to Goffstown Junior Baseball's engineer. Selectman Brown seconded the motion. Vice Chairman Lemay-aye; Selectman Adams-aye; Selectman Brown-aye; Selectman Pierce-aye. Passed: 4-0-0.

Selectman Adams asked the Town Administrator to pursue this with the Town Attorney so that work could be done before the end of the construction season.

CONSENSUS:

Town Administrator Desruisseaux listed the following items in the Consensus Folder:

Lynchville-Danis Park Betterment Assessment

Employee Status Report – promotion to Police Lieutenant

Authorization for the Police Chief to extend 2 conditional offers of employment for vacancies in Dispatch

Intent to Cut: Map 4, Lot 63

Report of Timber Cut: Map 10, Lot 3

GOFFSTOWN BOARD OF SELECTMEN
SPECIAL MEETING OF OCTOBER 31, 2016

Selectman Pierce moved to approve the Consensus folder, Selectman Brown seconded the motion. Vice Chairman Lemay-aye; Selectman Adams-aye; Selectman Brown-aye; Selectman Pierce-aye. Passed: 4-0-0.

6:04 pm Selectman Adams moved to adjourn, Selectman Brown seconded the motion. Vice Chairman Lemay-aye; Selectman Adams-aye; Selectman Brown-aye; Selectman Pierce-aye. Passed: 4-0-0.

Respectfully submitted,

Kathryn Fisher,
Executive Secretary

Subject to approval by the Board of Selectmen.



MEMORANDUM

To : Susan Desruisseaux, Town Administrator
Board of Selectmen

From : Chief Richard O'Brien *R.O'Brien*

CC : file

Date : November 7, 2016

RE : BOS Request – Ambulance Billing Policy / Rate Change

The purpose of this memorandum is to request the Board of Selectmen to approve the attached revised Ambulance Service Rates & Patient Billing / Collection Policy (to go in effect on 01/01/2017).

The new rates reflect an increase to assist with defraying the cost for additional staffing to improve response times and Fire/EMS services to the Town of Goffstown. The additional funds necessary for 6 months of additional part-time staffing in FY 2017 is \$90,165.00, and an estimated \$164,900.00 in FY 2018 (12-months of additional part-time staffing).

Goffstown Ambulance Rates:

	<u>Current</u>	<u>Proposed</u>
BLS (Basic Life Support) Emergency	\$568.63	\$739.22
ALS (Advanced Life Support) 1	\$814.65	\$1,059.05
ALS (Advanced Life Support) 2	\$1,527.54	\$1,985.80
SCT (Specialty Care Transport)	\$1,684.73	\$2,190.15
Mileage	\$11.44 per mile	\$16.25 per mile
Paramedic Intercept	\$300.00	\$300.00

	FY 2015 (Actual)	FY 2016 YTD (09/30/2016)	FY 2017 (Estimated)
EMS Revenue	\$482,035	\$364,548	\$540,000

	FY 2015	FY 2016	FY 2017 (Proposed)
EMS Budget	\$420,691	\$422,232	\$539,480

If you have any further questions or concerns regarding this request, please feel free to contact me. Thank you.



TOWN OF GOFFSTOWN, NEW HAMPSHIRE

AMBULANCE SERVICE RATES & PATIENT BILLING / COLLECTION POLICY

AMBULANCE SERVICE RATES:

The Town of Goffstown charges for all transported users or responsible parties that receive emergency ambulance services. The ambulance service rate / fee structure has been established to represent the current Medicare Rate + 75% designated additional percentage (adjusted annually as necessary), along with recognized fees. The 2017 recognized ambulance rates are as follows:

BLS (Basic Life Support) Emergency	\$739.22
ALS (Advanced Life Support) 1	\$1,059.05
ALS (Advanced Life Support) 2	\$1,985.80
SCT (Specialty Care Transport)	\$2,190.15
Mileage	\$16.25 per mile
Paramedic Intercept	\$300.00

The Town of Goffstown Fire Department also offers scheduled ambulance stand-by services for events (e.g. football games, concerts, political events). The rate for an ambulance to stand-by at an event is:

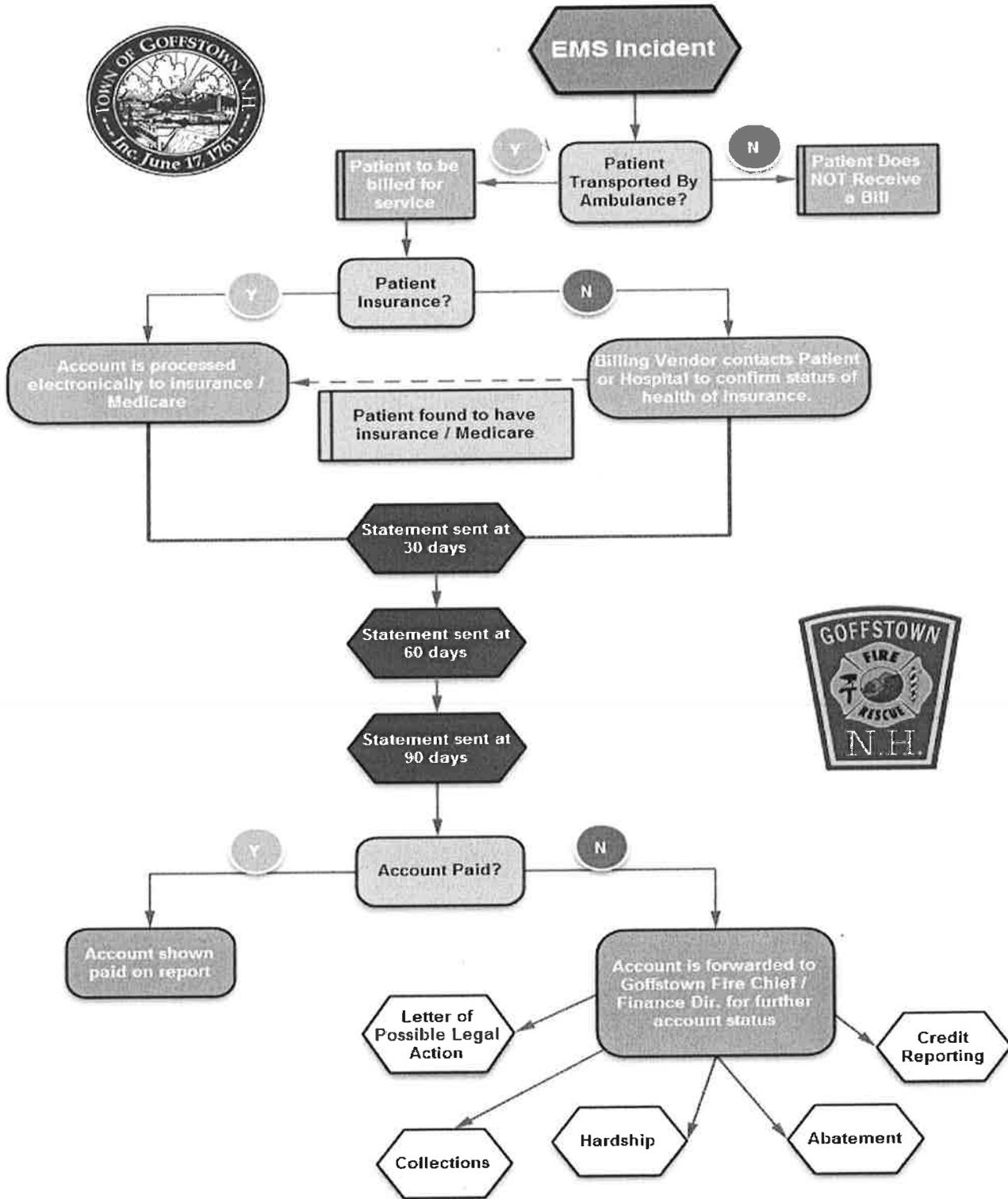
\$75.00 per hour for the ambulance;

plus the current established Special Detail Rate for each of the EMS attendants assigned to the event.

Note: Ambulance stand-by charges do not include any patient transport charges that may arise from services rendered at an event.

The purpose for charging for ambulance transport services is to recover costs necessary to maintain the Town's ambulance service (within the fire department). All revenue collected shall be placed into an established EMS Special Revenue Fund designed for the sole purpose of funding ambulance service operations. In order to maintain a desired level of ambulance services in the Town, future rate increases may be necessary to cover ambulance service costs.

TOWN OF GOFFSTOWN AMBULANCE BILLING PROCESS



ACCOUNT ABATEMENT REVIEW:

Each month, the third-party ambulance billing agency will produce a list of patient accounts that have not been paid and balance due after exhausting the ambulance billing process. The review process will be conducted by representatives from the Town (e.g. Fire Department Secretary, and the Fire Chief).

The listed patient accounts disposition is to be routed to the Finance Director and the Fire Chief to:

- a. Send patient account to credit reporting bureau (see Delinquent Account Collection Process); or,
- b. Send patient account to third-party collection agency (see Delinquent Account Collection Process); or,
- c. Return patient account to billing agency for further consideration (pending newly discovered information); or,
- d. Abatement of the patient account balance due.

The Finance Director and Fire Chief shall forward all abatement / settlement actions to the Board of Selectmen.

The Fire Chief may (at his discretion) negotiate a settlement charge with payers to resolve any or all debts owed the Town of Goffstown due from ambulance charges.

The Fire Chief has been authorized by the Board of Selectmen (12/14/2015) to waive any ambulance charges related to any Town employee work-related ambulance transport.

Each patient may appeal to the Board of Selectmen if he/she disagrees with the decision that results from the review process.

HARDSHIP REVIEW & CRITERIA:

Ambulance service financial hardship applications (see Attachment A) can be requested by any Goffstown resident that has been transported by the Goffstown Fire Department and feels that he/she cannot financially cover the costs for ambulance services rendered. The Town of Goffstown shall establish Hardship criteria based upon the nationally recognized poverty income levels (based on family size and residency; adjusted on an annual basis). The person(s) requesting an adjustment of any ambulance charges must show proof of income and assets (e.g. copy of latest payroll stubs, bank statements, and any other proof of an inability to pay) or special circumstances making it impossible to pay for any charges.

The Town of Goffstown shall assemble the services of designated Town Officials to address patient concerns related to patient hardship of ambulance service billable fees.

- a. A Hardship Review process shall be maintained for those patients who feel the fee for the ambulance service causes an undue financial hardship. The review process will be conducted by representatives from the Town (e.g. Fire Department Secretary, and the Fire Chief).
- b. Any patient transported by the fire department ambulance who informs the third-party billing agency that the fees cause an undue hardship shall be informed by the Town's Ambulance Billing Agency that the Hardship Review exists and that they may make application for consideration for a waiver of all or part of the fees or a payment plan for the fees. The patient shall have thirty (30) calendar days to make application to the Town from the date of the first invoice.
- c. The Hardship Review representatives shall meet at mutually agreed times and dates as necessary to discuss these hardship applications. If the patient is absolved of any or all of the obligation to pay the fee, the Fire Chief may approve the write-off of the waived portion of the account. If the Fire Chief rules that the patient should pay the fees, the Town of Goffstown shall be permitted to collect all fees by all means allowed by policy and law.
- d. The Fire Chief shall forward all Hardship write off / settlement actions to the Board of Selectmen.

Patients who do not reside in town at the time of the ambulance transport are not eligible for hardship consideration.

The Town of Goffstown utilizes the following income and liquid assets criteria (as established by the United States Department of Health and Human Services) to determine eligibility to cancel any or all ambulance charges:

Household Size	Annual Income
1	\$11,770
2	\$15,930
3	\$20,090
4	\$24,250
5	\$28,410
6	\$32,570
7	\$36,730
8	\$40,890

Note: The above eligibility criteria may be adjusted to conform to updates from U.S. Dept. of Health & Human Services and/or Census Bureau.

The Town of Goffstown may exercise its right to reduce the ambulance charges based on the information submitted through the Hardship process or establish a monthly payment plan (see Attachment B) to resolve any charges due the Town of Goffstown by the patient(s).

DELINQUENT ACCOUNT COLLECTION PROCESS:

The Town of Goffstown may exercise the right to send delinquent patient accounts to a credit reporting agency or to a contracted third-party collection agency. Accounts eligible for the collection process are those that have not been paid in full within 120 days from the date of service and are not in the active Hardship application process. This process will commence after review and approval by the Finance Director and the Fire Chief. The account information will be sent to the contracted agency for processing.

Collection Process actions may include the following:

- Telephone and written notification to the patient (or responsible party) of the collection activity on the account (completed by the ambulance billing service);
- Reporting to the Credit Bureau (Equifax and/or Trans Union), after written 2nd written notification and a 30-day opportunity to pay the account;

- If all efforts fail to collect on any delinquent accounts, a decision will be made whether further action is necessary (e.g. legal action, additional written action) through dialogue between the collection agency and the Town.

AUTHORIZING SIGNATURES:

The Ambulance Service Rates - Patient Billing / Collection Policy shall be in effect as of the following date and supersedes any / all previous established ambulance fee collection policy:

Date: _____

BOARD OF SELECTMEN

Peter Georgantas, Chairman

Mark Lemay, Vice Chairman

John "Allen" Brown, Selectman

Collis Adams, Selectman

David Pierce, Selectman



Goffstown Fire Department

"Committed to providing quality services to the community"

18 Church Street, Goffstown, NH 03045
Telephone (803) 497-3819
Fax (803) 497-5704



ATTACHMENT "A"

APPLICATION FOR AMBULANCE SERVICE FINANCIAL HARDSHIP

I, _____ am requesting assistance with the ambulance service bill for (patient's name) _____, date of service _____, run number _____ for the amount of \$ _____. I am requesting: (please check one)

- Waiver of all or part of the amount due.
- To pay the bill using a monthly payment plan. (complete the next page only)

If requesting a waiver of the ambulance bill, please complete the form below and mail to the above address within 30 days:

I understand that this application is made so that the Town of Goffstown can determine my eligibility for uncompensated services based on the established criteria established by the Town. If any information I have given proves to be untrue, I understand that the Town of Goffstown may re-evaluate my financial status and take whatever action is deemed to be appropriate to recoup the ambulances charges owed.

I certify that the current information given is true and accurate to the best of my knowledge. I further attest that payment would create a hardship for me and I request a waiver of the ambulance service fee. Further, I will make application for any assistance (Medicare, Medical Assistance, Etc.) which may be available for payment of my ambulance service charges and I will assign or pay to the Town of Goffstown any amount received toward the ambulance service charges.

Name: _____ Phone #: _____

Address: _____

Patient's Name: _____ Relationship to you: _____

Your household size: _____ Total annual household income: \$ _____

Employment: List current employer (or retirement information)

Insurance: List all medical insurance coverage

Insurance Company: _____ Policy Holder: _____

Policy Number: _____ Group Number: _____

Reason for request: Financial Hardship Other (Explain): _____

** Attach copies of past 4 weeks of pay stubs or show proof of income and assets (bank statements) along with proof of your basic monthly expenses (utility bills, rent, or routine medications) that you would like to have considered in determining eligibility.

(Signature of Applicant)

(Date)



Goffstown Fire Department

"Committed to providing quality services to the community"

18 Church Street, Goffstown, NH 03045

Telephone (603) 497-3619

Fax (603) 497-5704



ATTACHMENT "B"

EXTENDED PAYMENT PLAN FORM

Use this form to agree to an extended payment program arrangement with the Town of Goffstown in order to pay your ambulance bill(s). Please complete every field on this form, sign it and mail the form to the address above within 30 days.

_____ Run Number from Bill

_____ Patient's First Name M.I. Last Name

_____ Patient's Address City/Town State ZIP

() _____ () _____ _____
Home Phone Cell Phone email address

I authorize the Town of Goffstown ambulance billing agency to bill me once a month as indicated below. The Town of Goffstown will not charge you interest on this payment plan (Minimum \$50.00 per month).

- Check this box to pay \$100 per month until your bill is paid in full.
- Check this box to pay \$75 per month until your bill is paid in full.
- Check this box to pay \$50 per month until your bill is paid in full.

Or, you can check the box below and indicate how much you will pay per month:

Enter the amount here: \$ _____

Your signature below affirms that you need an extended payment arrangement and authorizes the Town of Goffstown and its ambulance billing agency to bill you once per month for the amount indicated above until your bill is paid in full.

_____ (Signature)

_____ (Date)



MEMORANDUM

To : Susan Desruisseaux, Town Administrator
Board of Selectmen

From : Chief Richard O'Brien 

CC : file

Date : November 10, 2016

RE : BOS Follow-up: Budget Development FY'17

The purpose of this memorandum is to provide the Board of Selectmen additional information regarding a previous BOS meeting item: *Fire/EMS part-time staffing*. The BOS is also requested to give approval to add to the following amounts to the FY'17 Budget lines to fund this item:

Object	Description	2017 Selectmen Amount	Add the Following Amt.	Proposed 2017 Amount
	Fire / EMS			
41150	Fire / EMS-Wages-PT	\$ 229,145.00	\$ 52,668.00	\$ 281,813.00
42200	Fire / EMS-FICA	\$ 14,207.00	\$ 3,266.00	\$ 17,473.00
42250	Fire / EMS-Medicare	\$ 3,388.00	\$ 224.00	\$ 3,612.00
42600	Fire / EMS-Unemployment Compensation	\$ 439.00	\$ 76.00	\$ 515.00
42700	Fire / EMS-Workers Compensation	\$ 6,061.00	\$ 2,038.00	\$ 8,099.00
44150	Fire / EMS-Clothing and Uniforms	\$ 3,200.00	\$ 2,800.00	\$ 6,000.00
44330	Fire / EMS-Physical Examinations	\$ 6,328.00	\$ 7,000.00	\$ 13,328.00
47950	Fire / EMS-Turnouts	\$ 6,150.00	\$ 21,000.00	\$ 27,150.00
	TOTAL BUDGET AMOUNT REQUESTED	\$ 450,408.00		\$ 539,480.00



MEMORANDUM

Recommended Motion:

To add the funds necessary in the 2017 Fire/EMS Budget to fund the part-time staffing for the fire department – The new total for the FY 2017 Fire/EMS Budget will be \$539,480.00.

I will be available to present this item to the BOS and present any additional information, as requested.

If you have any questions regarding this item, please feel free to contact me. Thank you.

GOFFSTOWN TRANSFER STATION 2017 HOLIDAY SCHEDULE

New Years Day - Sunday, January 1, 2017, Transfer Station closed Tuesday, January 3, 2017. Trash and Recycling on schedule

President's Day - Monday, February 20, 2017, Transfer Station closed on Saturday, February 18, 2017. Trash and Recycling on schedule

Memorial Day - Monday, May 29, 2017, Transfer Station closed on Saturday, May 27, 2017. Trash and Recycling on schedule

Independence Day – Tuesday, July 4, 2017, Transfer Station closed on Tuesday, July 4, 2017. Trash and Recycling one day late all week

Labor Day - Monday, September 4, 2017, Transfer Station closed on Saturday, September 2, 2017. Trash and Recycling on schedule

Columbus Day - Monday, October 9, 2017, Transfer Station closed on Saturday, October 7, 2017. Trash and Recycling on schedule

Veteran's Day – Saturday, November 11, 2017, Transfer Station closed on Saturday, November 11, 2017. Trash and Recycling on schedule

Thanksgiving Day - Thursday, November 23, 2017, Transfer Station closed on Thursday November 23, 2017. Thursday Trash and Recycling pickup moved to Friday and Friday pickup moved to Saturday

Christmas Day - Monday, December 25, 2017, Transfer Station closed Saturday, December 23, 2017. Trash and Recycling on schedule

Hours of Operation Tuesday - Saturday, 7:30AM - 3:00PM

Transfer Station Phone # 497- 4824

AMENDMENTS TO THE 2017 PERSONNEL PLAN
(effective 1/1/2017)

ARTICLE VI. CLASSIFICATION & COMPENSATION

SECTION 6

LONGEVITY. Upon the eighth (8th) year of service, and every two (2) years thereafter, through the twentieth (20th) year, employees will accumulate longevity pay at the rate of seven dollars and fifty cents (\$7.50) per week, to be paid in a lump sum (less taxes) in the first (1st) week of December. Longevity pay will accumulate therefore, as follows:

YEAR RATE/WEEK ANNUAL PAYMENT

Table with 3 columns: Year, Rate/Week, Annual Payment. Rows include years 8, 10, 12, 14, 16, 18, and 20 and thereafter with corresponding rates and annual payments.

This benefit will be calculated on a twelve (12) month period from the first (1st) week of November to the first (1st) week of November. Employees who separate prior to November, shall be paid on a pro-rata basis for the year. The longevity rate will be figured as part of the base for overtime purposes.

The Goffstown Board of Selectmen voted on April 14, 2014 to freeze longevity increases for non-union employees in response to the Budget Committee not funding the increases for 2014.

LONGEVITY. Upon the eighth (8th) year of service, and every two (2) years thereafter, through the twentieth (20th) year, employees hired prior to 1/1/17 will accumulate longevity pay at the rate shown below.

Upon the fifteenth (15th) year of service, and every two (2) years thereafter, through the 27th year, employees hired after January 1st, 2017 will accumulate longevity at the rates shown below.

All longevity to be paid in a lump sum in the first week of December:

Table with 3 columns: Year (Hired prior to 1/1/17), Year (Hired after 1/1/17), Flat Rate. Rows show year ranges and corresponding flat rates from \$400 to \$2,800.

This benefit will be calculated on a twelve (12) month period from the first week of November to the first week of November. Employees who separate from employment prior to November shall be paid on a pro-rata basis.

ARTICLE IX. BENEFITS

SECTION 5 SICK BANK.

Effective each January 1st, employees who have accumulated their thirty (30) days maximum sick leave credit may deposit further sick leave credits at the rate of two (2) days per year into a sick leave bank. This first deposit must be made in writing, and will only be credited after the sick leave is earned. An employee is eligible to use all or part of the bank for his/her illness or injury when an absence due to sickness exceeds their regular accumulated sick leave. Only those employees contributing to the bank will be eligible to withdraw days from the bank.

When the employee has reached 30 days of sick time and has chosen in writing to deposit time in the sick bank for the new calendar year, he will be allowed to use up to 15 days (as defined) of sick time in each calendar year without losing his eligibility in the sick bank for the following year. When an employee who is in the bank will not have 30 days as of January 1 for that coverage, employee must receive permission from the Selectmen based upon the unique circumstances of that employee, in order to remain in the Sick Bank.

The sick bank will provide the difference between an employee's regular wages and the amount provided by the employee's ~~short term~~ disability plan ~~for 6 months while employed by the Town~~. ~~After the short term plan has run out the sick bank will pay the difference between the long term disability plan and the employee's regular wages. If the employee has chosen not to carry the disability plans, the sick plan will still only pay 33 1/3% of the regular wages for six months and 40% for the remaining time.~~

~~The sick bank's payments will continue until the employee has been placed on long term disability by the Social Security Office or by NH Retirement Disability or the sick bank's accumulated days have run out. Under no circumstance shall the sick bank payments continue beyond 12 months for any employee.~~

SECTION 12

INSURANCE AND BENEFIT PLANS

Plans Offered and Eligibility: On the first day of the month that begins following thirty days of employment, full-time regular employees shall be eligible for participation in the following insurance and benefit plans:

- Health Insurance Plans
- Dental Insurance
- 457 Deferred Compensation Plans
- Section 125 Flex Benefit Plan
- Disability Insurance (STD and LTD)
- Life Insurance

Employer Contribution: The Town of Goffstown will contribute the following percentages towards the premiums of health and dental insurance plans in which the employee is enrolled:

Blue Choice – 3 Tier (BC-3T)	80%
Access Blue (AB)	88% 84.5%
Access Blue - Site of Service 20/40 1K DED	90%
Lumenos 2500 (This is a H.S.A. eligible plan.)	90%
Delta Dental (BPM 1,250)	85%

The Town of Goffstown pays 100% of the Disability (STD and LTD) and Life Insurance Premiums. Life Insurance coverage equals the employee’s base salary and is capped at \$100,000.

Spouses – Family members employed by Town: In the event ~~both husband and wife~~family members are employed by the Town, the Town shall provide one health and dental insurance benefit to the ~~couple~~family, at the applicable benefit level. The Town shall pay 100% of the ~~Matthew Thornton Health Plan (MTHP)~~Access Blue and Delta Dental Plan.

Declination of Health Insurance: An employee must select at least one health insurance option unless they can demonstrate coverage from another source. Any employee not participating in a town health insurance plan will receive 90% of the employer contribution to the lowest cost health insurance plan at the single person level. Employee can elect to take all or part as cash, deposit all or part into a 457 Deferred Compensation or 125 Flex Plan.

TOWN OF GOFFSTOWN
Slips, Trips, and Falls Prevention Policy

I. PURPOSE

The purpose of this policy is to reduce and/or eliminate the incidence of employee and citizen slip, trip, and fall related events and injuries.

II. DISCUSSION

Slips, trips, and falls are among the leading causes of injury and lost work time to employees, and to members of the public visiting municipal/school/county property. Accidents often occur from a lack of due diligence to report and address existing conditions that can contribute to these types of events. Therefore the Town of Goffstown and its employees will take a proactive approach to managing the risks associated with slip, trip, and fall related conditions.

It is the policy of the Town of Goffstown that its employees will be required to monitor, report, and whenever reasonably possible, correct conditions that have, or are likely to cause a slip, trip, and fall related event if corrective action is not taken.

III. PROCEDURES

- a. A Slip, Trip, and Fall Log shall be maintained at every public facility.
- b. Unsafe conditions shall be reported to the appropriate contact for that location immediately for corrective action. If the conditions present an immediate threat to the safety of employees or the public the employee will take reasonable steps to prevent injuries until the appropriate personnel arrive.
- c. Employees shall wear footwear appropriate for the conditions.
- d. Employees operating in inclement weather conditions (i.e. ice and snow) shall wear slip-on traction devices such as YakTrax provided by the Town of Goffstown. Employees shall follow the guidelines for use as set forth by the manufacturer.
- e. Sidewalks, parking lots, stairs, and other areas that employees and the public utilize shall be properly maintained to ensure that no tripping points, ice and snow build up, or other conditions that could contribute to a slip, trip, or fall exist.
- f. Interior hallways, stairs, floors, and other areas of foot travel shall be clear of obstructions such as boxes, power cords, frayed carpeting, or weathered matting. Proper signage shall be used to signal wet floors or hazardous conditions which could contribute to a slip, trip, or fall.

IV. EVALUATION AND REPORTING

All slip, trip, and fall related incidents/injuries will be documented in the *Slip, Trip, and Fall Log*. Each incident and the log itself will be reviewed by the appropriate shift supervisor, building and grounds supervisor, and the Joint Loss Management Committee (JLMC). *Slip, Trip, and Fall Logs* shall be kept in a centralized file or spreadsheet to monitor results, identify emerging trends, and to maintain documentation for potential claims.

Adopted this 14th day of November, 2016.

Goffstown Board of Selectmen

Peter Georgantas, Chairman

Collis G. Adams

Mark T. Lemay, Vice Chairman

John "Allen" Brown

David W. Pierce

MEMO to Sue Desruisseaux and Board of Selectmen

FROM: Don Borrer, Finance Director

RE: Recommendation for credit card processing for Parks/Rec programs

Following lengthy discussions and meetings, it has become evident that the best and most cost effective solution for the Parks/Rec department credit card processing is Interware/Heartland. This local vendor is compatible with the RecDesk software already in use, and offers a solution that passes all the fees along to the customer.

Please refer to the attached email from Sandra Rowe, IDC Web Services Agreement, and Attachment A of the IDC Web Services Agreement which sets out the desired "Option 1", which has a municipal yearly subsidy of zero.

We recommend that the Board vote to accept and sign this agreement. Thank you.



DRB 10/26/16

Don Borrer

From: Sandra Rowe [srowe@interwaredev.com]
Sent: Tuesday, October 25, 2016 2:37 PM
To: Don Borrer
Subject: RE: credit card processing
Attachments: IDC Web Services Agreement_Goffstown.docx

Hi Don,

Yes, all fees can be passed to the customer. Are you interested in doing this for parks and rec department with RecDesk as well. I can talk to RecDesk and make sure you get set up with the convenience fee program for your online. When you are ready to do over the counter with RecDesk that is currently available as well.

I have attached the IDC Web Services Agreement which also has the pricing on it. You will want Option 1 and eChecks, ACH and Credit cards. The Town Clerk's office currently utilized the eChecks where they print the checks, however, once they are on the one check system they can move to ACH and eliminate the necessity to print checks there in their offices.

To get you signed up with the payment processor, Heartland, we would need the following:

1. IDC Web Services Agreement completed with the Federal ID number and signed
2. A voided check to where the credit card and ACH funds will be deposited
3. Recent financials (this is a new requirement of Heartland underwriting)

I am pleased to see that things are moving along. Please let me know if you have questions.....

Sandy

Sandra Rowe

Interware Development Company, Inc.
- innovative software for municipalities and school districts...

Phone: 603-673-7155
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 Derek M. Horne
 Economic Development Coordinator/Assistant Town Administrator
 Goffstown Town Hall
 16 Main Street
 Goffstown, NH 03045
 Tel: (603) 497-8990 ext. 119
 Fax: (603) 497-8993
 E-mail: dhorne@goffstownnh.gov

ADMINISTRATION

Memo

To: Sue Desruisseaux, Town Administrator
Date: November 10, 2016
Re: HDC – Request to Submit Letter of Intent
 Certified Local Government FFY 2017 Grant

The Goffstown Historic District Commission (HDC) voted unanimously at their 10/26/2016 meeting to request authorization from the Board of Selectmen to submit a Letter of Intent to the NH Division of Historical Resources for a Certified Local Government (CLG) Grant in FFY 2017.

With the Board’s authorization, the HDC intends to submit a Letter of Intent to pursue a Priority I CLG Grant for the purpose of hiring a historic preservation consultant to assist the HDC in the development of design guidelines. The design guidelines would help the HDC and property owners located in Historic Districts to understand what type of development is permissible under the current Historic District Regulations and Historic District Overlay Zone in the Goffstown Zoning Ordinance.

The HDC has consulted with the NH Division of Historical Resources and anticipates a consultant for this type of project would typically charge \$10,000 to assist the HDC with this type of project. A Priority I CLG Grant for this type of project is a 60% grant / 40% match.

Grant Request (60%)		Anticipated Local Match (40%)	
Estimated cost for Consultant.	\$10,000	Donated services and goods. To include: - HDC members’ time. - Use of facilities for any meetings related to project. - Copies and printing. - Mileage as needed. - Staff to track expenditures related to grant.	\$6,666.67

Grant details are attached. The deadline for the Letter of Intent is Monday, 11/21/2016. If you have any questions please feel free to contact me.

Derek Horne

From: Dixon, Amy [Amy.Dixon@dcr.nh.gov]
Sent: Monday, October 03, 2016 10:16 AM
To: Miller, Nadine
Subject: Certified Local Government Letters of Intent for FY17
Attachments: FFY17 CLG Timeline.pdf

October 3, 2016

Attention: All Certified Local Governments
RE: 2017 CLG Grant Opportunities – Letters of Intent

Dear CLG Community,

The New Hampshire Division of Historical Resources is pleased to begin the FY2017 CLG grant process. We are asking that each community planning to apply for a grant to submit a Letter of Intent by **November 21, 2016**. The Letter of Intent process assists us in understanding the needs of the communities we work with and helps provide feedback to refine potential projects, if needed, to ensure fundable and competitive projects.

Please include the following information in your letter of intent:

- Explain your project idea and your plan to implement it
- Determine which of the 3 grant priorities your project falls under:
 - Priority I projects are for survey, National Register nominations, preservation planning, public awareness and education programs. Please note that survey and National Register nominations are 100% funded and do not require match. All other Priority I projects are 60% funded with a 40% match requirement.
 - Priority II projects are for pre-development planning for National Register-listed properties that are municipally owned. All Priority II projects are 60% funded with a 40% match requirement.
 - Priority III projects are for development (bricks and mortar) for National Register-listed properties that are municipally owned. All Priority III projects are 60% funded with a 40% match requirement. Please explain how your project will meet the Secretary of the Interior's Standards for Rehabilitation
- Provide an estimated cost of the project, including grant request amount, total project cost, and match sources (municipal funds, other grants, in-kind donations of time/materials)

While you are preparing your Letter of Intent, please feel free to contact Nadine at Nadine.Miller@dcr.nh.gov or 603-271-6628 or Amy at Amy.Dixon@dcr.nh.gov or 603-271-3485. Please see the attached timeline for the FY17 CLG grant cycle.

Sincerely,

Nadine Miller and Amy Dixon

Amy Dixon
Grants Coordinator
New Hampshire Division of Historical Resources
19 Pillsbury Street, 2nd Floor
Concord, NH 03301
603-271-3485

Federal Fiscal Year 2017 Certified Local Government Timeline

October 1, 2016 – Start of Federal Fiscal Year 2017

October 3, 2016 – Letter of Intent Deadline Announced

November 21, 2016 – Letter of Intent Due

December 5, 2016 – NHDHR response to Letters of Intent; Invitation to Apply and Application Materials Distributed

January 20, 2017 – Applications Due

February 6, 2017 – Projects Selected

March 2017 – Sub-grant agreements sent and executed (pending National Park Service authorization of funding)

August 1, 2018 – Deadline to complete projects

September 30, 2018 – All projects completed; reporting requirements met

6a

THIS IS AN UNOFFICIAL SUMMARY OF THE MEETING. PLEASE NOTE THE MINUTES ARE THE OFFICIAL RECORD OF THE MEETING.



Town of Goffstown

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Date: November 4, 2016

To: Susan Desruisseaux, Town Administrator

From: Derek M. Horne, Economic Development Coordinator

Re: EDC 11/02/2016 Meeting

The Economic Development Council met at Town Hall on Wednesday, November 2. In addition to approval of minutes, the EDC discussed the following items.

Article Discussion – *The Six Biggest Mistakes in Economic Development Marketing*

The EDC discussed an article in the Summer 2016 edition of the IEDC Economic Development Journal, *The Six Biggest Mistakes in Economic Development Marketing* by Andy Levine. The discussion created the following actionable items:

- Website Update: The EDC is interested in the status on the updated Town website. The EDC would like to provide feedback as the website is developed.
- Sewer Capacity & Facility Plan: The EDC had questions about the available sewer capacity in the agreement with Manchester and the Sewer Commissioner's infrastructure plans. Staff will follow-up and provide available at the next meeting.
- Available Sites on Existing Website: The EDC wanted to test Available Sites on the current website to determine whether or not this was worth the effort.

Other Business & Upcoming Meetings

11/19/16 Greater Manchester Chamber of Commerce
Economic Development and Infrastructure Summit of Southern NH
Manchester Country Club, 7:30 – 11:30AM
Registration Required

The next meeting of the Goffstown Economic Development Council is scheduled for Wednesday, December 7, 2016 at 6:30 pm at Goffstown Town Hall.

**THIS IS AN UNOFFICIAL SUMMARY OF THE MEETING. PLEASE NOTE THE
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Date: October 28, 2016
To: Sue Desruisseaux, Town Administrator
From: Jonathan O'Rourke, Planning & Zoning Administrator
RE: October 27, 2016 Planning Board Meeting

Present were: Chairman Barbara Griffin, Vice Chairman Philip D'Avanza, Tim Redmond, James Raymond, Kimberly Peace, David Pierce - Selectmen Rep, Gail Labrecque, Jonathan O'Rourke - Planning and Zoning Administrator, Darrell Halen - GTV.

Absent: Michael Conlon,

Meeting convened at approximately 7:05 p.m. All members present were voting members.

Board members voted to approve the Minutes of October 13, 2016

Board member will review volunteer application at the 17Nov2016 meeting

OLD BUSINESS:

Map 6 Lots 1-2 & 1-4, Completeness Review/Site Plan Review Hearing for proposed storage facilities on each lot (eight storage buildings on lot 1-2 totaling 46,800 sq. ft., and six buildings on lot 1-4 totaling 24,800 sq. ft).the Property is located on Goffstown Back Road/Tower Lane and owned by McDonough Family Properties, LLC., Zoned: Commercial Industrial Flex (CIFZ). (Continued from October 13, 2016)

- Brief presentation by applicants' representative Jay Heavisides, Mark McDonough, and Atty. Greg Michael
- Attorney Gregory E. Michael
 - Believes that it should still be developable, and the site plan should be approved
- **Motion** to accept offer made by applicant for statutory exception, applicant to maintain roadway
 - **Motion** carries
- **Motion** to accept offer for three additional trees with submission of waiver for landscaping front lot (Phase I)
 - **Motion** carries
- **Motion** to accept submission of waiver for landscaping (trees & Shrubs) rear lot (Phase II)
 - **Motion** fails
- **Motion** to approve application as phased project if the applicant requests to do so
 - **Motion** carries
 - **Motion** to accept the request, as made by applicant
 - **Motion** carries
- **Motion** that map 6-1-4 (Phase I development) be approved with conditions
 - **Motion** carries
- **Motion** to continue (Phase II) to 17Nov2016
 - **Motion** carries

Public Comment

- **Catherine Przekaza**

THIS IS AN UNOFFICIAL SUMMARY OF THE MEETING. PLEASE NOTE THE MINUTES ARE THE OFFICIAL RECORD OF THE MEETING.

- Concerned about a location of the property of the gateway and whether or not elevations have been completed
- Jack Nasr
 - Gas station lot, would like to move forward and request approval of the project.
 - Developers are spending a significant amount of money, would like to move forward to help bring business to the area, etc...
- **Motion** to allow applicant's representative to speak
 - **Motion** carries
 - Landscaping questions on how to make this work?

NEW BUSINESS:

Map 4 Lot 20, Conceptual Subdivision Review Hearing for a Proposed Four Lot Subdivision Creating Three (3) New Lots, Brookfield Investment Group, Owner, Lesynk Road, Zoned: Residential-1 & Conservation & Open Space (Conservancy)

- Brief presentation by applicant's representative Alden Beauchemin
- **Discussion**
 - Board reviewed the presentation, plan presented, along with staff comments, Conservation Commission comments and provided feedback

Public comments:

Public

- No Comments

Correspondence reviewed by Board.

The meeting adjourned at approximately 9:51 PM.

Next PB meetings: 10Nov2016, 17Nov2016 (Workshop), 08Dec2016 (Zoning Amendments Hearing only), 15Dec2016 (Planning Board Applications)

Respectfully submitted,

Jonathan O'Rourke, Planning & Zoning Administrator

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Town of Goffstown

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Date: October 27, 2016
To: Sue Desruisseaux, Town Administrator
From: Derek M. Horne, Assistant Town Administrator
Subj.: Summary of HDC 10/26/16 Meeting

The Historic District Commission held a meeting on Wednesday, October 26, 2016. In addition to approval of minutes and reviewing the budget the HDC discussed the following items.

HILLSIDE UNITED METHODIST CHURCH RENOVATIONS (Map 27, Lot 11)

The Historic District Commission (HDC) met with local architect Kurt Lauer last night (10/26/16) to discuss a project at the Hillside United Methodist Church (Map 27, Lot 11), which is within the Grasmere Historic District. The Church wants to install vinyl siding on the side and rear of the Church to match the existing painted clapboards, repaint the wood clapboards on the front façade of the building, and install a 130 sq ft bathroom on the rear-right of the Church. **The HDC voted unanimously (6-0-0) to find the proposed project was an activity exempt from a Certificate of Appropriateness under Section 13.4.5 of the Goffstown Zoning Ordinance.**

NH DIVISION OF HISTORICAL RESOURCES

CERTIFIED LOCAL GOVERNMENT REVIEW FOLLOW-UP AND GRANT DISCUSSION

Staff from the NH Division of Historical Resources was onsite to discuss the Certified Local Government Program and the FFY2017 Grant program, which has Letters of Intent due 11/21/2016. **The HDC voted unanimously (6-0-0) to request authorization from the Board of Selectmen to submit a letter of intent for a FFY2017 CLG Grant to develop design guidelines, which will provide a simple guide explaining the Towns Historic District regulations.**

GRASMERE TOWN HALL RENOVATIONS

- Lionel Coulon and his brother installed the stage lights in the second floor auditorium.
- Roger Filteau, Town Facility Maintenance, repaired the door threshold on the third floor fire escape.
- Vice Chair Phil D'Avanza brought the final material information for the stage newel post and handrail. **The HDC voted unanimously (6-0-0) to have staff order the material at a cost not to exceed \$1,000.00 after confirming with the Fire Inspection Officer and Building Inspector that the proposed solution satisfied their code concerns.**

The HDC's next meeting is scheduled for Wednesday, November 30, 2016 (5th Wednesday due to Thanksgiving), 6:30pm at Grasmere Town Hall.



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Date: October 26, 2016
To: Susan Desruisseaux, Town Administrator
From: Patty Gale, Planning & Zoning Assistant
Subj.: Conservation Commission Report from the October 26, 2016 Meeting

THIS IS AN UNOFFICIAL SUMMARY OF THE MEETING. PLEASE NOTE THE MINUTES ARE THE OFFICIAL RECORD OF THE MEETING.

Public Discussion:

The Conservation Commission heard comments/concerns from Cathy Whooten who is an abutter to the Woodland Village Condo Project, Map 4 87-6, stating concerns with the AOT Permit and the changes to the drainage. The Commission stated that the application is now before the Planning Board on November 10th, and the Planning Board may request further input from the Conservation Commission after they have reviewed it at that meeting.

Recommendations requested by the ZBA in regards to the following applications:

Luke Nelson, Applicant/Owner, is seeking Variances to remove existing trailer and rebuild a single family home on a lot that only has a half an acre whereas one (1) acre is required. Another variance is required to building the home within the inner 50' of the 100 ft. Wetland and Surface Water Conservation (WSWC) District Buffer. This concerns Section 4.3 (Table of Dimensional Regulations), and 13.3 (WSWC District) and 13.3.3.5 of the Goffstown Zoning Ordinance. The property is located on 93 Mountain Road, (Map 4 Lot 95), zoned: Residential-1.

The Commission heard a presentation from the owner and briefly discussed. The Commission had some concerns with the location of the proposed house and will site walk the property on October 29, at 8:30 am. The Commission will discuss the findings of the site walk that was conducted at their November 16, 2016 Meeting, and will provide comments to the ZBA after that date.

Site Plan Presentation:

A Site Plan presentation from Meridian Land Services for the proposed storage facilities on Map 6 Lots 1-2 & 1-4, (eight storage buildings on lot 1-2 totaling 46,800 sq. ft., and six buildings on lot 1-4 totaling 24,800 sq. ft).the Property is located on Goffstown Back Road/Tower Lane and owned by McDonough Family Properties, LLC., Zoned: Commercial Industrial Flex (CIFZ) (Need to provide comments to the Planning Board.)

The Commission heard a presentation from Jay Heavysides of Meridian Land Services, followed by a brief discussion. The Commission voted to recommend that the rain garden on Lot 1-4 be inspected and maintained, and a maintenance report be given to the Town annually. The Commission voted to recommend that adequate Landscaping be done to the front of the storage units that abut Goffstown Back Road as this is one of the entries/gateways into Goffstown.

Utility Replacement Line Work Presentation by Kristopher Wilkes of VHB for Eversource Energy (PSNH)



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The Commission heard a presentation from representatives from VHB and Eversource in regards to the proposed utility pole replacements that will be done in an existing easement area that spans from Weare to Pattee Hill Road in Goffstown. The utility poles will no longer be in the wetlands and they will be decreasing from 68 poles to 42 in Goffstown. The poles currently are 35 ft. in height and new height could range from 40 ft. to 45 ft. It was recommended that no spraying of chemicals for maintenance of the utility pole easement area be done and the Eversource Representative stated all maintenance around the poles is 100% mechanically done, and if spraying was to occur, they would have to hold a public hearing. The Commission thanked them for coming in.

The Conservation Commission voted to approve the Minute of September 28, 2016.

Budget: The Conservation Open Space Fund at Citizen's Bank has a balance of \$92,248.94. The Operating Budget Balance is at 2,494.48. The People's United Bank CD of 275,000.00.

Invoice for NH Association of Conservation Commission Annual Dues of \$666.00. (The Commission voted to appropriate the funds to pay the dues.)

The Commission voted to change the next meeting to November 16, 2016 as November 23, 2016 is the night before Thanksgiving.

The Conservation Commission reviewed the following correspondence:

- 1) Copy of letter to Kimberly Peace thanking her for her service as a member of the Conservation Commission.
- 2) Email from Eversource regarding notifying that they will be relocating of Ravens from the Rimmon Street Substation that are causing damage to the substation and creating power outages.
- 3) Email from Amy Smagula stating that she did include the area upstream from the Dam in the bid Guidance for the Goffstown Water Ways Association.
- 4) Piscataquog News Fall 2016.
- 5) NHACC 46th Annual Meeting & Conference November 12, 2016.
- 6) Supply Lines With The Source Newsletter.
- 7) Shoreland Impact Permit for Map 31 Lot 20A, Osburn, 11 Blue Jay Lane.
- 8) Intent to Cut Permit for Schricker, Map 4 Lot 63, New Boston Road.

A Conceptual Plan Review

Map 4 Lot 20, Conceptual Review for a Proposed Four Lot Subdivision Creating Three (3) New Lots, Brookfield Investment Group, Owner, Lesynk Road, Zoned: Residential-1 & Conservation & Open Space (Conservancy). (This is just a conceptual review of plans to provide comments to the Planning Board.)

The Conservation Commission reviewed and discussed and heard comments from Cathy Prezaka who is an abutter to the property. The Conservation Commission explained that this is just a conceptual plan that they provide comments to the Planning Board on and that she should attend tomorrow night's Planning Board Meeting (10/27/16) to stress her concerns to the Board.



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After review and discussion the Commission voted that they find the conceptual plans not suitable for a subdivision for the following reason.

- 1) There are 2 proposed 20-3 lots.
- 2) The well radius extends on to the abutting lots.
- 3) Concerns with the proposed driveway easement lending itself to a possible further subdivision with the cul-de-sac that is shown.
- 4) This entire lot is extremely wet and not suitable for subdivision.
- 5) Note #13 creates a concern with more possible filling. Filling of the lots is a concern.
- 6) There is concern with the buildable areas in relation to the wetlands.
- 7) There are concerns with the existing drainage shown on the lots.
- 8) There are concerns with the stonewall boundary markers being removed.
- 9) The Conservation did not support a foundation being installed and a subdivision of the property being submitted after the foundation was installed for the construction of the new house.
- 10) The property is split zoned R-1 and Conservancy/Conservation Open Space. The proposed 3 new lots are on small lots of an acre and wouldn't meet the 5 acre minimum of the Conservancy/Conservation Open Space Zone and feel the stricter zoning requirement should apply for lot size and not the R-1 Zoning.

Open Space Committee:

Non-Public Session per RSA 91-A:3II(d), (Real Estate):

Jean Walker explained they were going to go into a non-public session and would not resume the public session this evening.

David Nieman made a motion for the Commission to go into Non-Public session per RSA 91-A:3II(d) to discuss a real estate issue. Karen McRae seconded the motion. Roll call vote: Karen McRae – aye; Amy Pollock – aye, David Nieman—aye; Jean Walker—aye; Chuck Freiburger—aye; Evelyn Miller—aye and Barbara Schult -aye. All in favor. Motion carries.

The Conservation Commission entered non-public session at 8:40 pm.

At 9:50 p.m., Karen McRae made a motion to come out of non-public session. David Nieman seconded the motion. Vote: 7-0-0, all in favor, motion carries.

David Nieman made a motion to seal the minutes to the non-public session. Karen McRae seconded the motion. Roll call vote: Karen McRae – aye; Amy Pollock – aye, David Nieman—aye; Jean Walker—aye; Chuck Freiburger—aye; Evelyn Miller—aye and Barbara Schult -aye. All in favor. Motion carries.

Adjournment: The meeting adjourned at 10:10 p.m.

Next meeting if needed will be November 16, 2016.

OLD BUSINESS: 11/14/16 ACTION MATRIX (started 3/16/15)

Mtg. Date	Item	Description	Schedule
06/15/15 07/13/15 08/03/15 08/31/15 09/28/15	Grasmere Town Hall	FIRE ESCAPE: Done EXTERIOR PAINTING: Done STAGE LIGHTS: Done (10/26/16) GRANITE POST: Done (10/26/16) FIRE EXTINGUISHERS: for 2nd and 3rd floors - ORDERED 11/10/16	Emergency Lighting: electrician walking the property on 6/24/16 and will provide a quote to HDC facility committee members; Fire Alarm & Sprinkler System: sprinkler connection done on 6/17 - concern regarding sprinkler heads in 2nd floor bathroom and hallway; Newell Post: HDC authorized spending up to \$1,000 on material after confirming it meets Life Safety and Building Codes. (10/26/16); Septic System: DPW working with staff and vendor. Slate Roof: A.W. Therrien Company has provided a quote of \$1,650 to perform repairs to the slate roof. Facility maint line overspent, need to wait until 2017 Budget.
08/31/15 09/21/15 10/5/15	Planning Board	Collis to provide a follow-up to private landowners question regarding jurisdiction related to drainage on private property - change dev regs or amend zoning? Collis will assist with drafting a letter to NHDOT for Mitigation Funds for secondary impacts from the Route 93 project; funds could assist with Updates of Master Plan and Development Regulations Collis to ask Planning Board to look at a rewrite of Sign Ordinance - zoning amendment	Review of Dev Regs and Master Plan in process by Planning Board; request for CIP funding in 2017
07/25/16 08/8/16	Mill Street	Board wishes to discuss the future of the Mill Street property which they decided not to sell (across from Cottage St.) at the request of PRLAC to use as a future portage area for canoes and kayaks. Correspondence included in 08/08/16 BOS Packet. 1st step should be the surveying of the parcel before development for public access. Budget for surveying in 2017.	Survey in 2017.
08/22/16		Develop policy regarding building permits on Class VI Roads	In progress

60c